

Village Hall Committee Minutes (Charity No 305236)

Meeting held in Village Hall on 2nd December 2023

Present: Trustees: Sally Blyfield, Paul James, Tracey Boorman

Also Present: Jane Griffiths (Manager); Sandra Richards (Bookkeeper),

Apologies: Elizabeth Thomson, Damon Wellman (PC Representative)

1. **Approval of Minutes of Previous Meeting** – 29th July 23 – the minutes of the previous meeting was approved and JG would be authorised to put them on the website
2. **Administration**
 - a. **Manager's Report** – JG reported on the following:
 - i. Cooker – there had been on-going issues with the cooker but these appear to have been resolved now
 - ii. Water meter readings – JG had been chasing Castle Water to read the meter in Hut Lane. Finally, this had been done and further readings would now be taken. Agreed that SR would ask the shared users of the water meter for a reading so that comparisons could be done to calculate the actual usage of the Hall.
 - iii. Cleaners – there had been some complaints and JG would chase up the cleaners and get regular days arranged – especially Tuesdays.
 - iv. Wifi/Mobile phone – the contract had now passed to Vodafone and everyone seemed satisfied that it was working correctly.
 - v. Cupboard – JG to get firm quotation for additional cupboard
 - vi. Hirers – the line dancing is now a regular booking and a yoga class has been booked in for new year in addition to regular bookings.
3. **Finance Review**
 - a. **Review of Accounts to 1 Dec 23** – SR presented a copy of the up-to-date accounts to the beg of Dec which showed that the target of £1K per month for revenue was being met. Currently, the costs were higher than the income and therefore need to look at further grant applications see below.
 - b. **Grant Applications**
 - i. National Lottery – the grant money for this had been received and the invoice for commission was approved. The electrical work on the committee room had been carried out (waiting invoice) but had decided there was no need for remote control and therefore some savings there. The Committee authorised the fire alarm system to be installed based on the latest quotation. PJ will contact the contractor who gave the quotation for the potholes and will see if he is prepared to do this work at the moment (with weather not being good). There is additional money for work on the disabled slopes + railings. As additional money is available due to not doing all electrical work, will wait for the quotation for the cupboard and will then ask NL to amend the application to include the additional storage.
 - ii. Sussex Community Fund – agreed to re-apply for this fund to include support towards the wages of the Manager/Caretaker but also to include an amount to improve the storage under the stage. Action: SR
4. **Maintenance & identified improvements**

Roof – it was agreed to try to get a further specialist commercial roof surveyor to look at the roof and give a report on the current status (as it had deteriorated since the last survey) and, specifically, to confirm whether it could be repaired or not. JG to try to find a surveyor to do the work.

5. **Governance** – it was agreed that further Trustees were needed and all other Trustees would try to see if they could find anyone who would be prepared to stand.
6. **Any Other Business**
 - a. Storage – there are still issues of items being stored in the Hall and not being used regularly. It was agreed that a meeting would be arranged with the groups involved to discuss this matter. Action: SB/PJ
 - b. Halogen Lights – These had been switched on for the Village Markets but used a lot of electricity. Contact would be made with Variety Club to get permission to put labels on to say 'Do Not Use' so that other hirers did not use them. Action JG
 - c. Village Markets – PJ commented that the event that had been held at the previous weekend had been very successful and thanks should be given to the organiser Janet Tourell as it is a real village event.
 - d. Information to HDCC – SB had received a request from HDCC regarding occupancy statistics and it was agreed that JG would forward the information that was available.
 - e. Front door open – It had been noticed that, on some occasions, the front door has been left open when the hall is in use. JG to write to all hirers to remind them to close the front door to save on energy.
7. **Next Meeting** – the next meeting would have to be held before the AGM on 23rd Feb 24 so that the accounts could be approved.

Meeting closed at 10.50 am.